

# City of Middletown, Connecticut

## Vacancy Announcement

### DIRECTOR OF HUMAN RESOURCES



The City of Middletown is accepting applications for the position of **DIRECTOR OF HUMAN RESOURCES**. Under the direction of the General Counsel, the purpose of this position is to direct and administer all City Human Resources functions; assist with labor relations and to administer all areas of Civil Service testing including recruitment, testing and certification of candidates.

#### Application Process

Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on October 14, 2016.** Complete job description and application forms may be obtained from the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at [www.cityofmiddletown.com](http://www.cityofmiddletown.com). Click on *Employment*. (Faxed or e-mailed applications are not accepted.) Incomplete applications or resumes submitted without the completed application form will not be considered.

#### Desired candidates will have:

- A Bachelor's degree in Personnel, Human Resources, Public Administration or a related field, Master's Degree is desirable;
- 5 years of human resources/personnel administrative experience;
- Related experience should include working in a unionized environment interpreting and administering collective bargaining agreements; classification and compensation; and, conflict resolution including grievance hearings, internal investigations, pre-disciplinary hearings, preparing reports and making recommendations;
- Excellent interpersonal, verbal and written communications skills.

#### Residency Requirement

The Director of Human Resources position is an exempt, non-bargaining position. In accordance with the Middletown Municipal Code of Ordinance, Chapter 74, §74-30, the successful candidate appointed to this position is required to become a permanent resident of the City of Middletown within one year of appointment. "Permanent residency" is defined for the purpose of this section as being domiciled within the City of Middletown and actually residing within the City and this requirement is not met by maintaining a mailing address or post office box with the City. Failure of the appointed candidate to follow this section shall result in immediate termination.

#### Benefits

- The current salary range for this position is \$75,525 - \$111,821.
- Comprehensive Medical and Dental Coverage and Life Insurance Benefits;
- 13 Paid Holidays; Paid Vacation, Sick, and Personal Leave;
- 20-year Defined Benefit Pension Plan.